

## ATTACHMENT 4

### Instructions for Filing Proposals and Comments Under Fictitious Name

1. Submit *one package* with all of the redacted (public version) and non-redacted (under seal) copies required below. Rubber band the redacted copies separately from the non-redacted copies. Note that a total of five (5) copies are needed for each version—one copy may be the original, but an original is not required.
2. Submit five (5) copies of the redacted (public version) of your filing. Clearly mark this version “PUBLIC VERSION” on the first page/cover. *The redacted version should remove specific identifying information (name, address, phone number), but clearly indicate your fictitious name in the title of the document so it can be referenced as such.* Rubber band these five copies together.
3. Submit five (5) copies of the non-redacted version of your filing. *Each* of these copies should be placed and sealed in separate manila (11 x 14) envelopes. Fill out and carefully scotch tape the attached Title Page to each of the five manila envelopes. Rubber band these envelopes together.
4. In filling out the Title Page, note that ONLY YOUR FICTIOUS NAME should be included in the title of the document and in the space below for “filer”. Also include an email address (which you may need to establish for this purpose) on this page. Other identifying information (actual name, address and phone number) should be included in the sealed document. This information should not appear on the Title Page.
5. Place both sets of filings (redacted and those under seal) in one package and deliver to the Commission’s Docket Office.

**If you have any questions about these procedures, please contact Martin Nakahara [(415) 703-1929] or Maria Vengerova [(415) 703-3852] in the Commission’s Docket Office.**

BEFORE THE PUBLIC UTILITIES COMMISSION  
OF THE STATE OF CALIFORNIA

Order Instituting Rulemaking to  
Examine the Commission's Future  
Energy Efficiency Policies,  
Administration and Programs.

**R.01-08-028**

(Filed August 23, 2001)

***(FICTITIOUS NAME)*'S PROPOSAL ON ENERGY  
EFFICIENCY ADMINISTRATIVE STRUCTURE**

The documents contained within the manila envelope to which this Title Page is attached is Proprietary and Confidential and is Filed Under Seal pursuant to the Ruling of ALJ Meg Gottstein dated March 23, 2004 in the referenced proceeding.

**CONFIDENTIAL – FILED UNDER SEAL**

(Complete **FICTITIOUS** name of Filer or Organization)

(Email Address that Filer **wants to be made public** for service purposes)

Dated \_\_\_\_\_

(END OF ATTACHMENT 4)